

VACANCY NOTICE

Publish Date: 7th October, 2026

Project Name: Swasthya Connect – Digital Health Systems Strengthening Programme

Position Code: IIPHG/REC/2026-27/125

Position Title: Finance and Admin Assistant

No. of Posts: 01 (One)

Duration of Position: 05 Months (October 2026 to February 2027) with the possibility of extension subject to project continuation and satisfactory performance.

Location: IIPH Gandhinagar

Brief on the Organization:

Indian Institute of Public Health Gandhinagar (IIPHG) is a University established under IIPHG Act, 2015 of Gujarat State. It offers courses in the field of Public Health. It also undertakes various research projects in the field of Public Health. The university is established by Public Health Foundation of India (PHFI) with support from the Government of Gujarat, Department of Health & Family Welfare.

Project Brief

Swasthya Connect – Digital Health Systems Strengthening Programme is an initiative of the Samuday Project by HCL Foundation which supported by IIPHG (Indian Institute of Public Health Gandhinagar) to strengthen digital health systems and hospital operations across four Community Health Centres in Hardoi, Uttar Pradesh.

Under the programme, IIPHG will provide technical assistance, programme management, facility mentoring, capacity building, digital health implementation support, and monitoring to improve digital adoption, patient flow, quality of care, workforce competency and data-driven decision-making across the participating facilities.

Deliverables:

Key Roles and Responsibilities

A. Project Coordination and Support

- Support the Project Manager and project team in the day-to-day coordination of project activities.
- Maintain project work plans, activity calendars, attendance system and action-point trackers, and follow up with team members for timely completion.
- Coordinate with Facility Mentors, the Skill Lab Technical Expert, Data Entry Operators and other team members for routine project requirements.

B. Documentation, Data and Reporting

- Compile and maintain project data, trackers, and KPI dashboards under the guidance of the Project Manager and Supervisor.
- Assist in preparing monthly progress reports, presentations, minutes of meetings, and other project deliverables.
- Maintain and organize physical and digital project and office records, documents, files, and registers.

C. Meetings, Training and Events Support

- Assist in organizing review meetings, training sessions, workshops, events, and other project and office activities.
- Record minutes and track action points arising from meetings.

D. Stakeholder and Vendor Coordination

- Coordinate with employees, vendors, and other stakeholders for routine project and office requirements.
- Coordinate with vendors and service providers for office maintenance, repairs, and other requirements.

E. Office Administration and Inventory

- Manage and coordinate day-to-day office administrative activities and ensure the office is organized, professional, and properly maintained.
- Monitor inventory and ensure timely availability of office and training-related materials such as stationery, marketing material, etc.

F. HR and Onboarding Support

- Assist HR in onboarding, employee documentation, attendance-related coordination, and other administrative activities.

G. Communication, Follow-up and Support

- Handle routine communication through email, phone calls, and other communication channels.
- Coordinate with management and different teams, and follow up on pending project and

H. Any other important task & work assigned by the Supervisor

Qualification: Bachelor's degree in any discipline from a recognized university. A Post-Graduate degree/diploma in Public Health, Hospital Management, Business Administration, or Computer Applications will be an added advantage.

Experience:

Minimum: 02 years of experience in office operations work

Desirable: 02 years of relevant professional experience in finance and administration of hospital operations, public health programme implementation, healthcare quality improvement, or health projects.

Required Competencies:

- Good organizational and time-management skills; should be responsible, punctual, and detail-oriented. Ability to communicate clearly and professionally with employees, students, vendors, and other stakeholders.
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint) and other commonly used office tools.
- Ability to maintain trackers and records, and to draft reports, minutes, and presentations.
- Proactive approach toward resolving routine project and administrative requirements; willing to take ownership of tasks and complete them within the required timeline.
- Should be from Gandhinagar, Gujarat or a nearby area and able to commute to the office every day.
- Candidates who can speak Hindi and/or Gujarati will be preferred.
- Should be open to handling both office-based and outside-office work as required and directed.

Last Date of Receipt of Applications: 13th October, 2026.

Remarks:

- Interested and eligible candidates are requested to apply online at <https://iiphg.edu.in/work-with-us/>.
- Please Select the Name of the Post **“Finance and Admin Assistant” OR** Position Code **(IIPHG-REC-2026-27-125)** in the subject.
- Only shortlisted candidates will be contacted for the interview.
- Mere eligibility will not entitle any candidate being called for interview.
- Candidates applying for more than one post are required to submit separate application for each post.
- Call letters to the shortlisted applicants shall be sent by email. No postal communication shall be made.
- Incomplete applications, shall be summarily rejected and no communication in this regard shall be entertained.
- No TA / DA will be paid to attend the selection process, if called for.
- Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.
- IIPHG reserves the right to fill or not to fill any or all available positions.

- The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.
- No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.
- Women are encouraged to apply.